

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF
ISSUED BY: Department of Revenue – Security	
EFFECTIVE DATE: January 10, 2006	
PROCEDURE # 6.5.0 (formerly KRC 5.0)	
SUBJECT: Introduction to Security	
DISTRIBUTION CODE: A, B, C, E	CONTACT: Dept. of Revenue's Security Office, (502) 564-5200, Station #17

I. PURPOSE

Department of Revenue employees are subject to certain security laws and regulations as well as both Finance and Administration Cabinet and Department of Revenue security procedures.

Department of Revenue automated information files and databases are essential and vital public resources which must be protected from unauthorized modification, deletion or disclosure. Two classifications of information require special protective precautions:

- A.** Confidential information maintained by the Department of Revenue that is exempt from disclosure under the provisions of the Kentucky Open Records Act or other state or federal law.
- B.** Sensitive information maintained by the Department of Revenue that require special precautions, as determined by risk management decisions, to assure its accuracy and integrity by utilizing error checking, verification procedures and/or access control to protect it from unauthorized modification or deletion.

The controlling factor for confidential information is dissemination, of which the controlling factor for sensitive information is that of integrity.

Consistent with the management objective of providing a safe and secure environment for employees and information resources, the Department of Revenue's Security Office shall be involved in both legal and administrative decision activities. In order to meet and maintain these responsibilities, the Department of Revenue's Security Office will perform the duties described in the Security Standard Procedures, working with and in support of all of the Department of Revenue offices.

The procedures authorized under this section of the Department of Revenue Standard Procedures apply to all areas of the Department of Revenue and act as a working guide for all Department of Revenue Security Office personnel.

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES"

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